

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

DEPT OF VETERANS AFFAIRS
PO BOX 942895 ROOM 403
SACRAMENTO, CA 94295-0001



Employee Name	<u>BRAUTIGAN, ROGER</u>
Expense Dates	<u>09/20/10-10/02/10</u>
Total Expense Amount	<u>279.00</u>
Amount Due Employee	<u>279.00</u>
Form ID	<u>TEA000738511</u>

I have reviewed the following documents.

Approved
by:

ROCKY J CHAVEZ

Travel & Expense Account Summary

Employee Name ROGER BRAUTIGAN
Expense Dates 09/20/10-10/02/10
Report Name October 2010

Request Total \$ 279.00
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 279.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	IGO	225.00
Regular Travel	Gold Star	54.00

NOTE: (d)=Direct Charge

DATE	Mon Sep 20									TOTAL
Mileage Personal Auto	36.00									36.00
Dinner	18.00									18.00
TOTALS \$	54.00									54.00

DATE	Sat Oct 2									TOTAL
Mileage Personal Auto	207.00									207.00
Dinner	18.00									18.00
TOTALS \$	225.00									225.00

Travel & Expense Account Summary & Detail
--

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Gold Star	09/20/10	Mileage, Personal Auto	36.00	Cash
Regular Travel	Gold Star	09/20/10	Dinner	18.00	Cash
Regular Travel	IGO	10/02/10	Mileage, Personal Auto	207.00	Cash
Regular Travel	IGO	10/02/10	Dinner	18.00	Cash